

POL 370: Introduction to Public Administration

Spring Semester 2006

Combs 114
MWF, 12:20-1:10pm

Professor: Dr. Dana Patton
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Office Hours: Monday 2-4, and by appointment

Description of Course

- Survey of organization, authority, decision-making, intra-organization communications, and application of principles of the American bureaucracy by case studies.

Required Texts

- LeMay, Michael C. 2006. "Public Administration: Clashing Values in the Administration of Public Policy." Wadsworth: Belmont, CA.
- Ashworth, Kenneth. 2001. "Caught Between the Dog and the Fireplug, or How to Survive Public Service." Georgetown University Press: Washington, D.C.

Learning Objectives

- Students will understand the interplay between the policy process and public administration.
- Students will improve their writing and presentation skills.

Assessment Methods

- Learning objectives related to policy and administration will be assessed on exams and paper assignments.
- Learning objectives related to writing and presentation skills will be assessed on paper assignments and presentations.

Course Requirements

Attendance and Participation

Class attendance is expected. Reading assignments from the primary text should be completed before class on Monday each week. Reading assignments from the supplemental text should be completed before class on Wednesday each week.

Blackboard

Students should check Blackboard on a regular basis. Please update your ECU email and consult with Academic Computing if you do not know how to use Blackboard.

Exams

There will be a midterm exam and a comprehensive final exam. No make-up exams will be given unless you receive permission before exam time or have a documented medical emergency.

Papers and Presentations

The primary text is organized into three sections. You are required to complete one paper from each section. You will revise one paper and present it to the class at the end of the semester. Paper assignments will be posted on Blackboard. Assignments turned in past the due date will be marked down one letter grade for each day late.

Academic Honesty

Cheating, plagiarism, and destruction of course materials violate the rules of the University and the ethical standards of public administration and political science professions. Violations of the university's rules regarding academic honesty can lead to a failing grade in the course and expulsion from the University. Instances of academic dishonesty will be reported to appropriate University officials as required by University rules and procedures. If I suspect a student has cheated in any way, I will pursue it. See me if you're not sure what constitutes cheating or plagiarism.

Disability Accommodation Statement

If you are registered with the Office of Services for Individuals with Disabilities, please make an appointment with the course instructor to discuss any academic accommodations you need. If you need academic accommodations and are not registered with the Office of Services for Individuals with Disabilities, please contact the office on the third floor of the Student Services Building, by email at disabilities@eku.edu or by telephone at (859) 622-2933 V/TDD. Upon individual request, this syllabus can be made available in alternative forms.

Grading Summary

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|---------------|-----|
| Midterm Exam: | 25% |
| Final Exam: | 30% |
| Papers: | 25% |
| Presentation: | 20% |

Final Grade Calculation

90% and above = A,
80-89% = B,
70-79% = C,
60-69% = D,
Below 60 = F

Weekly Reading Schedule

ML = Michael LeMay

KA = Kenneth Ashworth

Additional readings will be posted on Bb.

Week One: January 18, 20

Introduction

ML Chapter 1: Balancing Values in the Administration of Public Policy

Week Two: January 23, 25, 27

ML Chapter 1 continued

ML Chapter 2: The Social, Political, Economic, and Environmental Context of Administration

KA Working with Politicians

KA Working with the Press

Week Three: January 30, February 1, 3

ML Chapter 3: The Anatomy of Public Organization: Bureaucratic Power and Politics

KA Learning from your Boss

Week Four: February 6, 8, 10

ML Chapter 4: Administration in the Federal System: Intergovernmental Relations and Constitutional Sources of Values

KA Dealing with Unpleasant and Difficult People

KA More on Unpleasant People

Week Five: February 13, 15, 17

ML Chapter 5: Alternative Theories of Organizational Behavior: Classic Models and Ideological Sources of Values

KA Subordinate Leadership, Getting Help from Above

Week Six: February 20, 22, 24

ML Chapter 6: Decision Making in the Administration of Public Policy

KA Taking the Initiative, or Risk Taking Inside Government

KA The Kinds of Pressure and Influence Used on You

Week Seven: February 27, March 1, 3

ML Chapter 7: Management of Bureaucratic Organizations: The Strategic use of Values in Policy Making and Administration

Midterm Exam on Friday, March 3rd

Week Eight: March 6, 8, 10

ML Chapter 8: Evaluation of Public Policy: Swinging the Pendulum of Administrative Politics

KA Relations with a Governing Board

Week Nine: March 13, 15, 17

SPRING BREAK!!!

Week Ten: March 20, 22, 24

ML Chapter 9: Personnel Administration and Unionism in Public Administration

KA Bona Fide Bureaucratic Behavior

Week Eleven: March 27, 29, 31

ML Chapter 10: Leadership: The Chief Executive, the Bureaucracy, and the Search for Accountability

KA "Walking with Kings"

KA Delegating, or Working for your Subordinates

KA A Few Thoughts on Leadership

Week Twelve: April 3, 5, 7

ML Chapter 11: Communication Flows in Administration: The Fuzzing of Values

Week Thirteen: April 10, 12, 14

ML Chapter 12: Financial Management: Taxing, Budgeting, and Spending

Week Fourteen: April 17, 19, 21

ML Chapter 13: Administrative Law and the Control of Public Agencies

KA Ethics and Morality in Public Service

KA A Summing Up

Week Fifteen: April 24, 26, 28

ML Chapter 14: Clientele Pressure and Government Policy: Interest Groups as Sources of Values

Week Sixteen: May 1, 3, 5

PRESENTATIONS

Comprehensive Final Exam: Friday, May 12th 10:30-12:30